

DISPOSITION OF PROPERTY

Agency No: _____ Agency Disposition No: _____

Contact Person: _____

Phone Number: _____

See back of form for instructions or refer to Division of
 Accounts and Reports Informational Circular #97-A-009

Agency Name: _____

Agency Division: _____

Property Number	Sub Obj Code	Inv Src	Date Acquired mm/yy	Inventory Cost	Description	Present Value KSSP use only	Cond Code	Disposition Code	
								AGY	KSSP KSSP use only

Explanation or Remarks:

Accounting Information: Depositing Money Received for Property
 FUND # FY INDEX # PCA #

Condition Codes 1. In working condition 2. Not working - servicable 3. Not working - not serviceable 4. Obsolete - working 5. Obsolete - not working 6. Lost or stolen - FY _____ 7. Other _____	Disposition Codes 1. Trade-In 2. Sell used (by Agency) 3. Sell used (by State Surplus Property) 4. Request local disposition authority (must be approved by State Surplus Property) 5. Other _____ _____ _____	Agency Approvals: _____ (Property Accountable Employee) (Date) _____ (Agency Authorized Person) (Date) Kansas Correctional Industries Approval: _____ (Director or Designee) (Date)
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White: Agency Copy

Yellow: State Surplus Property Copy

Blue: Agency File Copy